

IN THE IOWA DISTRICT COURT FOR THE FIFTH JUDICIAL DISTRICT

IN RE TEMPORARY REDUCED HOURS IN
THE CLERK OF COURT OFFICES IN
WARREN COUNTY

ADMINISTRATIVE ORDER 2014-20

WHEREAS, the Court finds that due to conditions in the office related to EDMS training, preparation and implementation; and staff transitions and hiring, a docketing backlog has resulted. It is not feasible for the office staff to complete all the necessary docketing work without temporarily closing the office one afternoon a week for uninterrupted work time during the month of April, 2014. Furthermore, based upon a review of the workload in surrounding Clerk of Court Offices, and considering the EDMS training, preparation and implementation in many of these Clerk's Offices, it is not reasonably possible at this time to assign staff from outside of Warren County to perform the needed backlog catch-up work.

NOW, THEREFORE, IT IS HEREBY ORDERED that the temporary hours of the Warren County Clerk of Court's Office during the month of April be:

Wednesday, April 2, 2014 – Open 8:00 AM – Noon, Closed Noon – 4:30 PM

Wednesday, April 9, 2014 - Open 8:00 AM – Noon, Closed Noon – 4:30 PM

Wednesday, April 16, 2014 - Open 8:00 AM – Noon, Closed Noon – 4:30 PM

Wednesday, April 23, 2014 - Open 8:00 AM – Noon, Closed Noon – 4:30 PM

Wednesday, April 30, 2014 - Open 8:00 AM – Noon, Closed Noon – 4:30 PM

Public Notice of this order shall be provided by posting laminated copies of this Order at the doors of the Warren County Courthouse. Copies shall also be posted on or around the public counter windows of the Clerk's Office so as to be visible to the public at all times. A copy of this Order shall also be posted on the Judicial Branch website under the Fifth Judicial District's section and shall be forwarded to the Warren County Bar Association.

DATED this 28th day of March, 2014.


ARTHUR E. GAMBLE, CHIEF JUDGE
FIFTH JUDICIAL DISTRICT OF IOWA

cc: All District Court Judges – 5th District
All District Associate Court Judges – 5th District
All Senior Judges – 5th District
Elizabeth Baldwin, 5th District DCA
All Clerks of Court – 5th District
All Warren County Clerk of Court Staff Members
Warren County Board of Supervisors
Warren County Auditor
Warren County Attorney
Warren County Sheriff
Warren County Recorder
Warren County Assessor
Warren County Treasurer
Marilyn Lantz, Chief Juvenile Court Officer
Kenton Richardson, Juvenile Court Services
DHS – Service Area Administrator Pat Penning
Sally Kreamer – Director, 5th District Correctional Services
Chief Justice Mark Cady
Justice David Wiggins, Liaison Justice
David Boyd, State Court Administrator
Peggy Sullivan, Finance and Personnel Director, SCA
D5 Case Coordinators
5A Bar Association President

FILED
WARREN COUNTY, IA.
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CLERK DISTRICT COURT